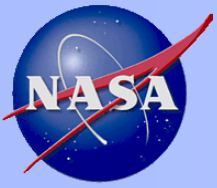


2015 NASA Cost Symposium

Registration & Travel Information
for NASA CS and NASA Funded
Attendees



Overview

- General Symposium Information
 - Event Announcement
 - Date & Location
 - Agenda Overview (draft)
 - Abstracts, Papers, and Nominee Submission
- **Important Conference Information**
- Airfare Information
- Hotel Information
- CGE Travel Information
- NCTS Information
- Symposium Registration Website
- Summary
- *Extra: Preparation Checklist*



Event Announcement

- 2015 NASA Cost Symposium is confirmed
- NASA, Support Contractors, Prime Contractors, Academics, and other Government are encouraged to attend
- Sponsored by NASA HQ Cost Analysis Division

*EVENT ANNOUNCEMENT
2015 NASA Cost Symposium:
NASA Ames Research Center
Mountain View, CA
August 25-27, 2015*



The Cost Analysis Division sponsors an annual NASA Cost Symposium to bring together the entire estimating and analysis community at NASA. The NASA cost analysis community includes all Centers as well as HQ and represents an essential function to the agency.

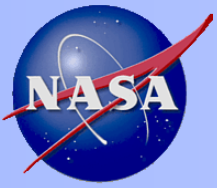
- Symposium Date: 25-27 August, 2015
- Location: NASA Research Park
NASA Ames Research Center
Building 152
200 Dailey Road, Moffett Field, CA, 94035
- Event Website: <http://www.nasa.gov/offices/ooe/Symposium.html>
- Event POC: ted.mills@nasa.gov
- NASA Conference Tracking System No. 22692-15

Speakers and presenters will be given the opportunity to demonstrate and share their work with colleagues and professionals from the estimation and analysis community.

Members of the NASA estimating and analysis community, support contractors, prime contractors, academia, and from other government agencies are encouraged to attend.

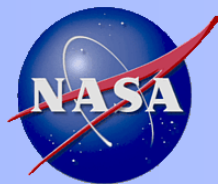
Maps, registration, hotel listings, and information for NASA employees will be posted on the event website. Individuals interested in presenting at the event are encouraged to review our Call for Abstracts/Papers located on the event website. Electronic Abstracts will be due by close of business June 19th, 2015. All award nominations are due July 10th. Separate announcements are available for each, with the requirements.

NASA HQ Cost Analysis Division, 300 E St SW, Washington, DC 20546



General Information

- Date: 25-27 August 2015
 - ECASG on Monday, 24 August
- Location: Ames Research Center,
Mountain View, CA
 - Building 152
 - 200 Dailey Road, Moffett Field, CA 94035
- Format: Traditional paper/brief with 30-45min time slots (presentation, live demo, etc.)
- Website: <http://www.nasa.gov/offices/ooe/Symposium.html>
- Sponsor: NASA HQ Cost Analysis Division



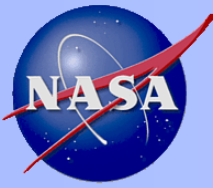
Agenda Overview

- Pending paper selection and final agenda, please use the below **draft Agenda Overview**
- Check the website for the published Agenda after paper selection is complete

NASA Cost Symposium

Tuesday	TIME	Title	Presentor (s)	Author (s)	Org	Time (mins)
	8:00 - 9:00	Doors open, Registration, Informal Meet and Greet	CAD		HQ	60
	9:00 - 9:45	Opening Remarks and Logistics				45
	9:45 - 11:15	Presentations				90
	11:15 - 11:30	BREAK			All	15
	11:30 - 13:00	Presentations				90
	13:00 - 14:30	LUNCH			All	90
	14:30 - 16:00	Presentations				90
	16:00 - 16:15	BREAK		All	All	15
	16:15 - 17:15	Presentations				60
	17:15 - 18:30	Evening Break				75
	18:30 - 19:00	Evening Speaker	TBD		All	30
	19:00 - 19:00	Transistion				0
	19:00 - 20:00	Dinner				60
	20:00 - 21:00	Awards	CAD		All	60
Wednesday	TIME	Title	Presentor (s)	Author (s)	Org	Time (mins)
	9:00 - 11:00	Presentations				120
	11:00 - 11:15	BREAK		All	All	15
	11:15 - 12:30	Presentations				75
	12:30 - 14:00	LUNCH		All	All	90
	14:00 - 15:45	Presentations				105
	15:45 - 16:00	BREAK		All	All	15
	16:00 - 17:30	Presentations				90
Thursday	TIME	Title	Presentor (s)	Author (s)	Org	Time (mins)
	9:00 - 11:00	Presentations				120
	11:00 - 11:15	BREAK			All	15
	11:15 - 12:30	Presentations				75
	12:30 - 14:00	LUNCH			All	90
	14:00 - 15:30	Presentations				90
	15:30 - 15:45	BREAK		All	All	15
	15:45 - 17:30	Presentations				105




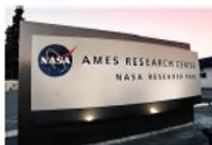

Check Symposium Website for
Current Agenda



Abstracts and Papers

- Abstract submission is encouraged
- **Abstracts due by 19 June**
- Download the Call for Papers at:
 - <http://www.nasa.gov/offices/ooe/Symposium.html>

CALL FOR PAPERS
2015 NASA Cost Symposium
NASA's Ames Research Center
Moffett Field, CA
August 25-27th, 2015



The NASA Cost Community invites you to contribute to our NASA Cost Symposium. We are seeking papers and presentations covering a wide variety of analysis and estimating topics, including:

Cost and Schedule Estimating Methodologies and Models	Joint Cost and Schedule Risk Analysis
General Cost and Schedule Research	Cost and Schedule Estimating Applications
Schedule Analysis, Tools, Methods, Processes, and Lessons Learned	Results of NASA Data Collection and Research
Affordability and Sustainability Analyses	Cost Estimation vs. Cost Management
Estimating and Analysis During the Lifecycle Review Process	Effects of Acquisition Approach on Estimating and Analysis

Prospective speakers should submit by e-mail, an abstract and list all authors. Presentations should be 30 min, but please inform us in your email if you would prefer a 45 or 60 minute slot. There are a *limited* number of 45-60 minutes slots available.

Please Provide:

- POC and list of all authors including contact info
- An abstract not to exceed two pages
- Include desired time slot 30, 45, or 60 min

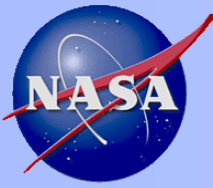
Schedule:

- **Electronic Abstracts due by close of business June 19th, 2015**
- Packages Reviewed week of June 22nd, 2015
- Notification to Speakers week of June 29th, 2015
- Cost Symposium Agenda will be posted on website by July 20th, 2015

<http://www.nasa.gov/offices/ooe/Symposium.html>

- Turn in final Presentations by August 10th, 2015

Provide Submissions to: HQ-CAD@mail.nasa.gov
Questions: Please email Mr. Charles Hunt Charles.d.Hunt@nasa.gov



Community Nominations

- Nominate outstanding colleagues to recognize their efforts
- **Nominations due by 10 July**



Greetings Colleagues,

We are pleased to announce the awards call for our upcoming 2015 NASA Cost Symposium. In the intervening year since our last Symposium, there has been a great deal of hard work completed by both outstanding individual performers and estimating teams throughout our Agency! We all know the importance of recognizing people who have done outstanding work. It is now time for each of us to nominate individuals that have distinguished themselves through their accomplishments, dedication, leadership, and team work over this past year. Please don't miss this opportunity to write up and submit award nominations for those you feel are deserving of recognition.

We are accepting nominations for the following annual award categories:

- The NASA Cost Estimator Leadership Award
- The NASA Cost Estimator of the Year Award
- The NASA Rising Star Award
- The NASA Cost Estimating Team Award
- The NASA Cost Estimating Support Contractor of the Year Award
- The NASA Top Community Support Award
- The William S. Rutledge Life Time Achievement Award

The selection process and criteria for the awards, along with the requirements and format for each award are located at <http://www.nasa.gov/offices/ooe/Symposium.html>. Please use this information and follow the instructions contained in those documents.

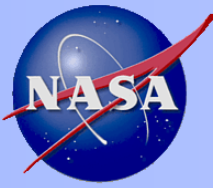
The awards will cover the period of August 1, 2013 – August 1, 2015. Nominations can be submitted by anyone in our NASA estimating community, but they must be emailed by close of business July 10th, 2015 to the CAD mailbox: HQ-CAD@mail.nasa.gov.

Awards will be presented to the recipients at our annual NASA Cost Symposium which will be held **August 25-27th at NASA Ames Research Center**

Please ensure every effort has been taken to widely distribute the announcement of this awards call throughout our NASA cost community. Thank you for your support!

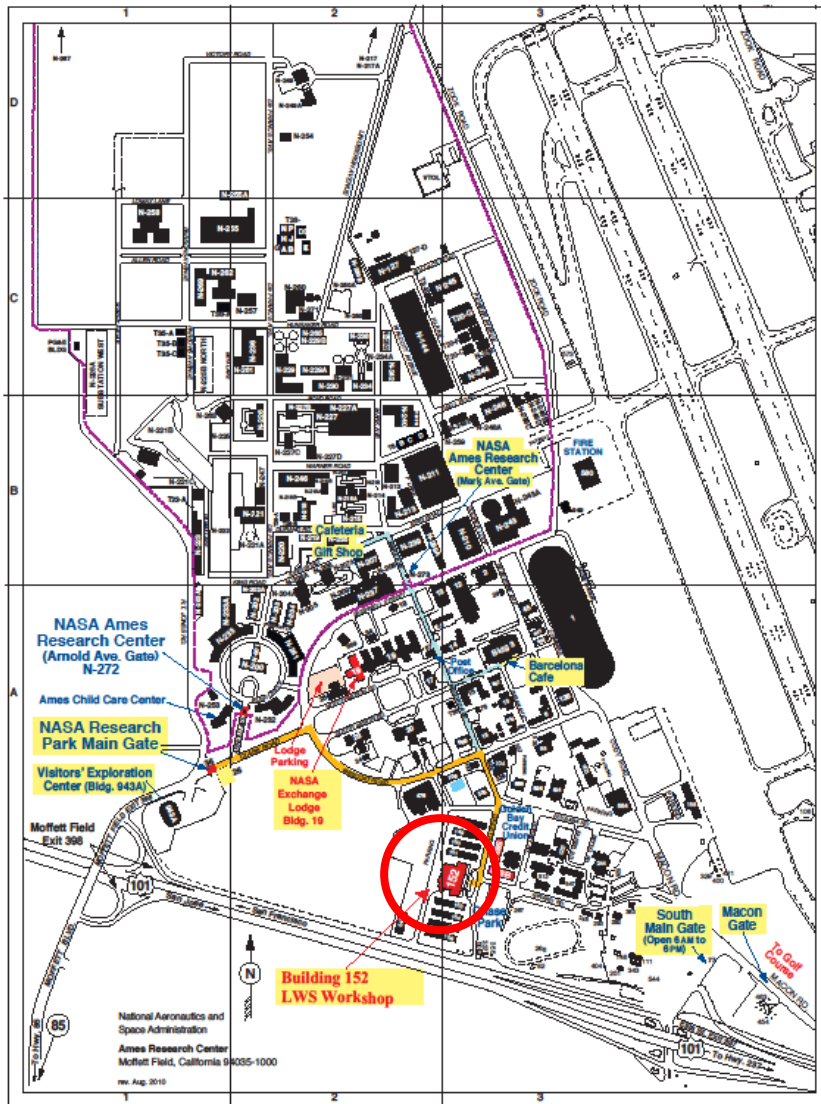
Sincerely,

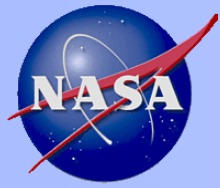
Doug Comstock
Director, Cost Analysis Division
Doug.Comstock@nasa.gov



Symposium Location

- Symposium held in bldg. 152, on the south end of the former Navy property.
- Ample parking across from the facility.

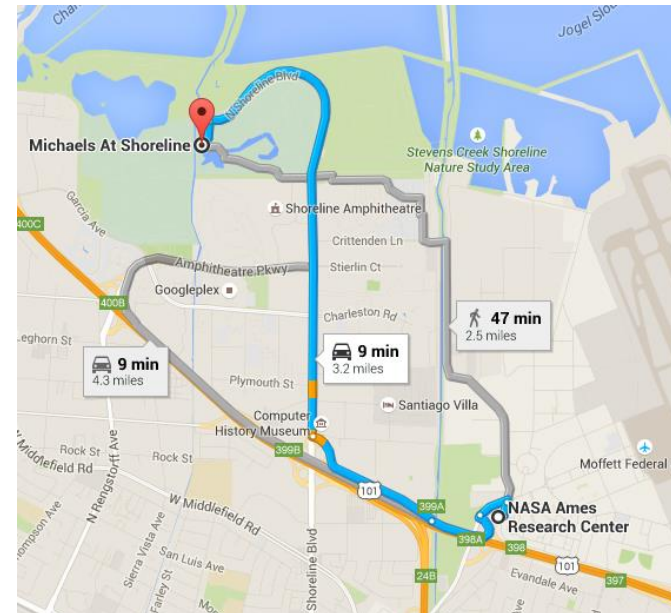




Dinner and Awards Presentation

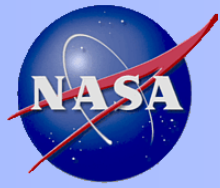


- Dinner and Awards Presentation the evening of 26 August.
 - 5:30-6:45pm Cash Bar and Appetizers
 - 7-10pm Dinner and Presentation of Awards
- Register for dinner with the conference registration (see slide 18) .
- Choose meal selection, cash bar. \$40 per person.



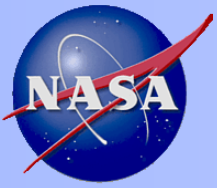
Michaels At Shoreline
2960 N Shoreline Blvd
Mountain View, CA

94043



Important Conference Information

- 2015 NASA Cost Symposium *IS* a Conference
 - NASA Sponsored Conference under [NID 9700.1A](#)
- Headcount Limit of **65 NASA Funded Attendees**
 - NASA Funded Attendees include NASA CS, contractors, and others that have their attendance and/or travel funded by NASA
 - Other government, contractors, and individuals that are not NASA Funded Attendees are not counted against the headcount limit
- For more information on NASA Conferences:
 - <https://www.nssc.nasa.gov/conferences>



Airfare Information

- NASA CS and NASA Funded Attendees are encouraged to **utilize the lowest available fares**
 - Research low cost options using [GSA City Pairs](#)
 - Make your reservations via Concur Travel
 - Contract your local Travel Office with questions



San Francisco Int. (SFO)

- 25 miles to ARC (~27 minutes)



Oakland Int. (OAK)

- 38 miles to ARC (~42 minutes)

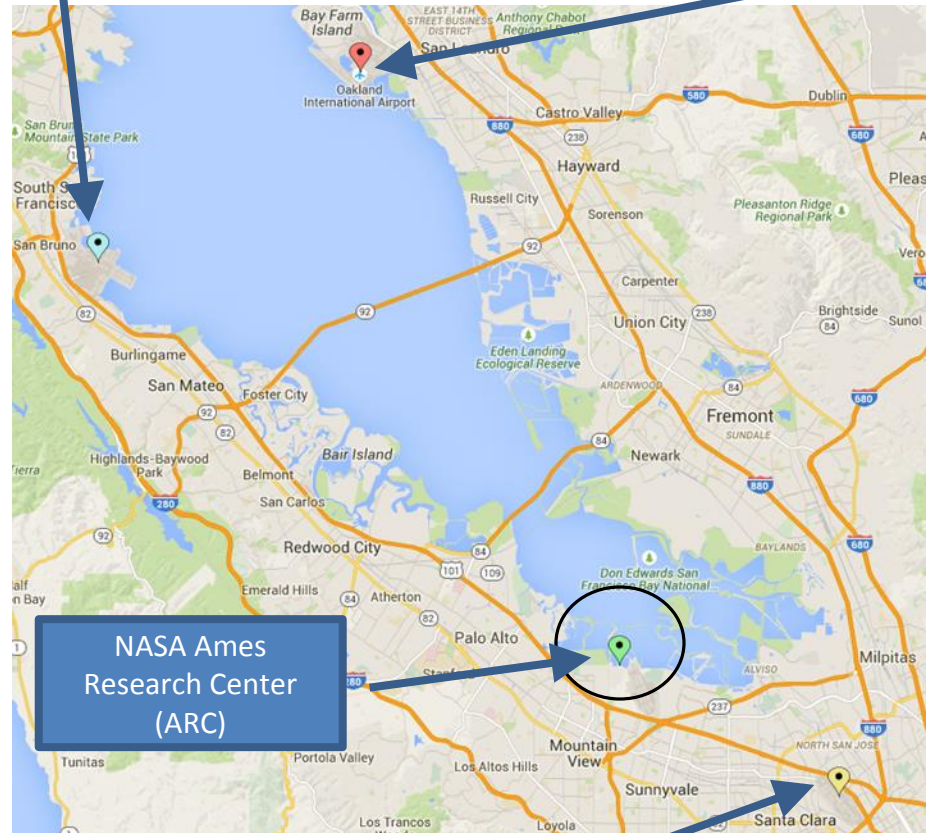


San Jose Int. (SJC)

- 10 miles to ARC (~15 minutes)

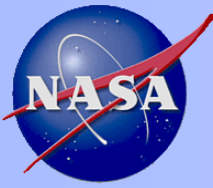
San Francisco
International (SFO)

Oakland
International
(OAK)



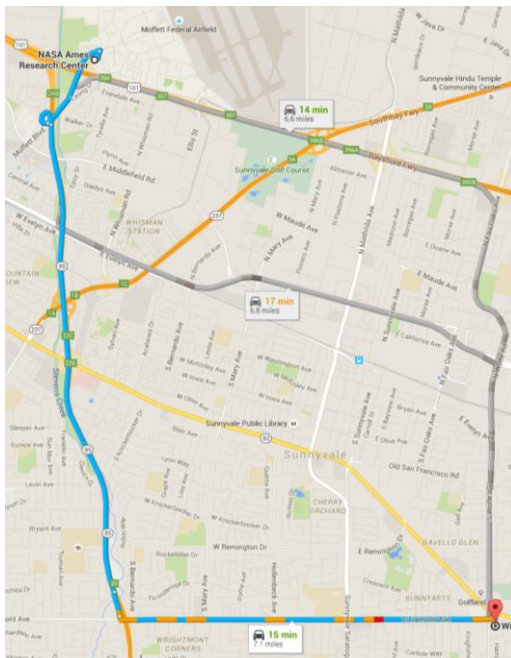
NASA Ames
Research Center
(ARC)

San Jose
International
(SJC)

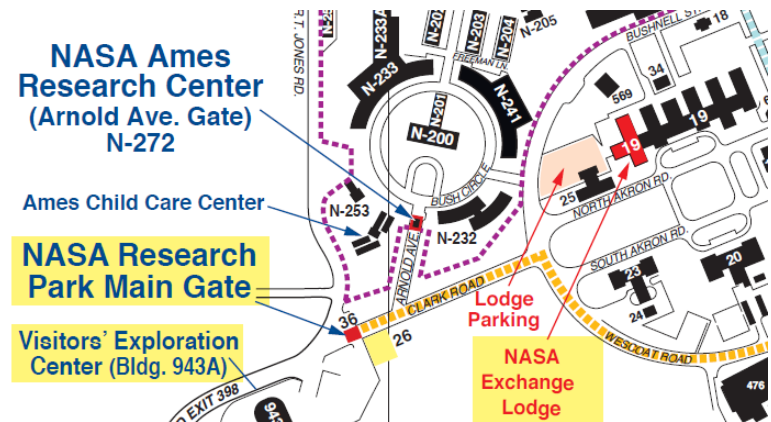


Hotel Information

- NASA Travelers are encouraged to use Low Cost Hotels
- Hotel Per Diem is \$162/night
- Courtesy room block at The Wild Palms Hotel. Government rates are only available until **July 27th**
- Rooms are available at the NASA Exchange Lodge at a reduced rate. A block of rooms is reserved for government sponsored symposium attendees



910 East Fremont Avenue,
Sunnyvale, CA 94087
Front Desk: 408.738.0500
Reservations: 800.538.1600



NASA Exchange Lodge (NEL)
Located in Building 19, within the NASA Research Park (opposite side of building 19 from the post office)
(650) 603-7100 Front Desk & Manager

Note: The NASA Exchange Lodge may not be in the Concur Travel system, and may need to be reserved separately and added to itinerary.



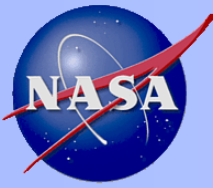
Travel Information (CGE)

Please book your travel through Concur

Select **“CONFERENCE”** in Concur Trip Purpose Field

Provide a description in the comment field - include the NCTS Number in your comment i.e. Attending the 2015 NASA Cost Symposium NCTS #22692-15.

(Please see example on next page.)



Adding Trip Field

https://cge.concursolutions.com/travelwizard/twTripDetails

Welcome, Emma Roberts

CONCUR

Travel

Search Review/Change Details/Rename Confirm Authorization Voucher

Booking for: Hugh Mills

Trip Booking Information

The trip name and description are for your record keeping convenience.

Trip Name	Trip Description (optional)
This will appear in your upcoming trip list.	Used to identify the trip purpose
IAD-SFO-IAD: Attending the 2015 NASA Cost Symposium NCTS #22692-15.	IAD-SFO-IAD: Attending the 2015 NASA Cost Symposium NCTS #22692-15.

Send a copy of the confirmation to:

Send my email confirmation as
☒ HTML ☐ Plain-text

With my email confirmation...
Do not include directions to hotels with email

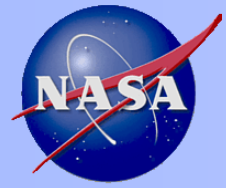
Trip Purpose [Required]
CONFERENCE

You may HOLD this reservation until: 08/22/2015 09:08 am Eastern

Please enter information about this trip then press Next to finalize your reservation. If you close at this point your reservation may be cancelled. Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled.

Display Trip Hold Trip << Previous Next >> Cancel

Select 'Conference' Here



Concur Information

- At the end of your Travel Authorization is the final step of providing Accounting Strings.
- These strings are for reporting and CFO purposes.
- They are **EXTREMELY** important
 - NASA Conference Reporting Requirements
 - Financial reporting by CFO
 - CAD uses for NF1785 Post Conference Approval form
- **Supply the correct Function Code string for the 2015 Cost Symposium: N2269215.**

(Please see example on next page.)



Concur – Adding Conference Code

https://cge.concursolutions.com/TravelManagerFrame.asp? NASA: Inside HQ - Application... View Associated Authorizati...

Welcome, Emma Roberts Help | Support | Log Out

CONCUR

Home Travel Authorizations Vouchers Profile

View Authorizations New Authorization Search Authorizations

Travel Authorization

Travel: Hugh Mills Authorization: TA10000010799 (TA10000010799)

Summary Profile General Expenses & Receipts Exceptions Accounting Advances Totals Confirmation Perform Pre-Audits

Dynamic Accounting for TA10000010799

QUICK TIP
Add dynamic accounting code. [more](#)

Organization NASA_HQ

Setup Accounting

Account Org - Structure NASA - NASA Dynamic Structure

Label Cost Analysis Division

Fiscal Year 2015

Sponsored

ACCOUNT CODE 10_675591.02.10.03.01_CASX22015D
Invalid ACCOUNT CODE. Click the lookup icon to search for a valid value.

ACCT APPROVE 10_675591

COST CENTER/FUNDING ORG 10A011

OBJECT CLASS 6100.2121 - OPEXP Op Trvl General Administrative Trvl Domestic

INTERNAL ORDER/FUNCTION N2269215
Click the lookup icon to search for a valid INTERNAL ORDER/FUNCTION.

ACCOUNT CODE
ACCT APPROVE
COST CENTER/FUNDING ORG
OBJECT CLASS
INTERNAL ORDER/FUNCTION CODE

Add/Change Favorites Add to Document Clear Values

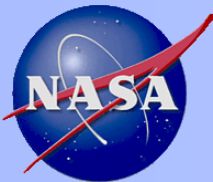
Favorite Accounting Codes

Close Dynamic Accounting

You are administering travel for: Mills, Hugh E.
Search
View/Change Reservations Submit Print Close


Close Dynamic Accounting

11:10 AM 6/5/2015



NCTS Information

- NASA Conference Tracking System (NCTS) **must be used by all NASA CS** attending the conference
 - <https://ncts.nasa.gov>
- Search for the 2015 Cost Symposium via name, or the **NCTS # 22692-15**
- Click the “Register” button at the bottom of the event page



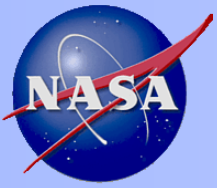
NASA Conference Tracking System

Conference Search

NOTE: Use the navigation buttons in the application to navigate through NCTS. Using the browser's navigation buttons will result in leaving the site.

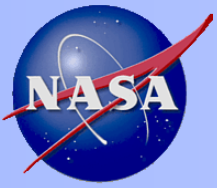
Domestic Conference Details			
22692-15 2015 NASA Cost Symposium			
NCTS Number (Conference Code)		Conference Type	
22692-15		Domestic	
Official Conference Name		Threshold	
2015 NASA Cost Symposium		50	
City	State/Province	Country	Status
Mountain View	CA	UNITED STATES	Approved
Start Date	End Date		
08/25/2015	08/27/2015		
Conference Sponsor Name			
NASA Cost Analysis Division			
Lead Center	Lead Center POC Name	Lead Center POC Email	
Ames Research Center (ARC)	Ted Mills	ted.mills@nasa.gov	
NASA Sponsored?	NF-1784 Attendees	NF-1784 Cost	
Yes	65	99,623.00	
Conference Purpose			
Project Management			
Agency Mission Justification			
Conference provides tools and techniques for continuously improving the project management of NASA programmatic activities.			
Registration Fees (List All Fees)			
00.00			
Website Link			
https://www.nasa.gov/offices/ooe/Symposium.html			
<div><div>Back</div><div>Print Record</div><div>Register for Event</div></div>			

Register Here



Symposium Registration Website

- **All attendees** must register via the Symposium Registration Website:
 - <http://www.nasacostsymposium.info>
- Online Registration will be made available via this website
 - There is no fee or cost for registration. There is a cost for catered meals.
- Select your food & beverage options during registration
 - Food & Beverage can NOT be paid for by NASA therefore NASA CS or others that select to include food will be asked to pay
 - Food & Beverage will be linked to the GSA per diem amount to ensure a net \$0 cost to government travelers and those on per diem
- Website is maintained by third party Support Contractor
 - Secure online credit card processing via Authorize.net
 - Follow instructions for technical support if needed
- Payment for food & beverage using website via credit card or follow instructions to mail a check



Summary

- 2015 NASA Cost Symposium is on 25-27 August at Ames Research Center at Moffett Field, CA
 - It is officially approved and listed in NCTS #22692-15
 - It is a reportable conference under NID 9700.1
- NASA CS should register via NCTS and the Symposium Registration Website
 - Complete your travel authorization using CGE Concur Travel
- All attendees should register via the Symposium Registration Website
- Abstracts due on 19 June
- Award Nominations due on 10 July
- Final Paper/Brief due on 10 August
- Mail to: HQ-CAD@mail.nasa.gov



Sequential Preparation Checklist

- ☐ Submit an Abstract by 19 June (optional)
- ☐ Submit any Award Nominations by 10 July (optional)
- ☐ Complete the CGE Concur travel authorization
 - ☐ Select airfare
 - ☐ Select hotel
 - ☐ Use the Function Code accounting string N1983714
- ☐ Complete the NCTS registration (NASA CS only)
 - Visit <https://ncts.nasa.gov> and register for #22692-15
- ☐ Complete the Symposium Website Registration
 - ☐ Visit <https://www.nasacostsymposium.info> and register
 - ☐ Select your food & beverage options
 - ☐ Pay via credit card or mail in a check